

| Prin | Engg. Sc. | Chem | Civil | Comp | IT | Elect. | Elex | Mech | Prod. |
|------------|------------|------------|-----------|-----------|-----------|-----------|-----------|----------|-----------------|
| <i>APR</i> | <i>RMS</i> | <i>SAL</i> | <i>DR</i> | <i>MC</i> | <i>CM</i> | <i>hr</i> | <i>su</i> | <i>J</i> | <i>RN Patel</i> |

Minutes of the HOD Meeting (30 July 2010)

i) Review of last meeting:

- Question papers: Feedback about the quality of setting of end semester question papers and unit test papers was taken. The Principal advised to issue the written instructions in the capacity of BOS Chairman to the paper setters where irregularities are found and forward the copy of the same to the Dean, Faculty of Engg. & Tech. Further, BOS Chairman are asked to conduct the meeting ^{of BOS} regarding the same immediately.
- Class/GFM meeting schedule: It is decided to conduct the meeting with the students of each class once in a month by the HOD and weekly separate meeting with GFMs. The schedule of the same should be submitted to the Principal immediately.
- ERP: The suggestions regarding the ERP module were received from Civil, Electrical, Production and Mechanical Departments. Others are informed to submit the same immediately.
- Research proposals: All HODs, Professors and Asstt. Professors should write a research proposal and submit the same before the next HOD meeting.

ii) Report of academic committee: (16/7/10 to 22/7/10 & 23/7/10 to 29/7/10: Report of the academic committee was circulated to all HODs and asked to discuss about the non conductance of the classes / practicals in the departmental meeting.

iii) ISTE Awards: ISTE has announced various awards for the faculty and students. The details about the awards are published in the ISTE News Letter of March/April 2010 issue and are also available on the ISTE web site. All HODs are asked to motivate faculty and student to fill up nominations for these awards before 15 August. Prof. P. R. Devale will coordinate this activity.

—

**BHARATI VIDYAPEETH DEEMED UNIVERSITY
COLLEGE OF ENGINEERING, PUNE-43**

| | |
|-------------|-----------------|
| Meeting No. | 100 20010-11 |
|-------------|-----------------|

| Prin | Engg. Sc. | Chem | Civil | Comp | IT | Elect. | Elex | Mech | Prod. |
|------|-----------|------|-------|------|----|--------|------|------|-------|
| | | | | | | | | | |

- iv) **MPSC Examination:** The circular regarding the examinership for the MPSC examinations is circulated to all departments. Interested faculty members shall submit the prescribed application form through proper channel.
- v) **Ignited innovators of India Programme:** The T & P department will organize a seminar 'Ignited Innovators of India' for the students in coordination with all HODs.
- vi) **Biometric Attendance Record:** The biometric attendance record for the period of 17 July to 30 July 2010 is circulated to all HODs. They are asked to discuss the same in the weekly staff meeting.
- vii) **Any other:** It has been decided to implement the Peer review activity for the visiting faculty members. The open suggestions from all HODs regarding the same are expected in the next meeting.